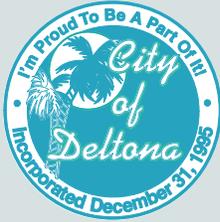


The City Manager's Monthly Report provides an update of staff action related to projects, programs and services.



**Upcoming Meetings & Events
December 2016**

6	9:30 am	VCSO Awards
	6:30 pm	Light Up City Hall
8	10 am	Ribbon Cutting A&A Crab House
9	3:30 pm	DEDAB Committee Meeting
10	2-6 pm	Santa's North Pole
11	2-6 pm	Santa's North Pole
12	5:30 pm	City Manager Agenda Review
	6:30 pm	Commission Meeting
14	10 am-2 pm	FLOWmobile
15	9 am	Development Review Committee
17	6-9 pm	Christmas Parade
19	10 am-2 pm	Volusia County Legislative Delegation
21	7 pm	Planning & Zoning Board Meeting
23		Christmas Eve Holiday
26		Christmas Holiday
28	6 pm	Citizen Accessibility Sub-Committee Meeting
	5:30 pm	Special Magistrate



City Manager's Monthly Report

City Manager's Office

- During the month of November, 32 customer service surveys were collected. Thirty-one were marked all "excellent." One was marked "poor." The form was given to the Department Director to call and discuss with the resident for appropriate handling. (II. Priority Objective. 2. Economic Development. Promote customer service environment.)
- Staff coordinated the 'ONE CAN, Make a Difference' food drive. An estimated 600 pounds of food was collected and nine Deltona food pantries received donations from the drive.

Office of Public Information

- Staff worked to promote and market the following in November: Paychecks for Patriots, the Pink Heals Tour, Startup Weekend, Honor & Remember 5K, Latin Arts & Music Festival, Deltona Arts & Crafts Festival, FDOT Public Hearing, ONE Can...Make a Difference, Light Up City Hall, FLOWmobile, Santa's North Pole and the Deltona Christmas Parade. (III. Other Priority Objectives. City engagement and two-way communication.)
- Staff continued to post ongoing highlights of storm debris cleanup throughout the month of November. (III. Other Priority Objectives. City engagement and two-way communication.)

Fire Department

- The Fire Explorers had an opportunity to participate in a training event, Cadet Fest 2016, Nov. 5-6, West Palm Beach. (II. Priority Objective. 5. Public Safety.)
 - In November, staff conducted seven medical transports but did not receive any payment for transports. (II. Priority Objective. 5. Public Safety. Pursue the ability of the City to be able to provide medical transport.)
- | | |
|--------------------------|-----|
| Structure Fires | 5 |
| Vehicle Fires | 4 |
| Wild Land, Grass, Trash | 10 |
| Miscellaneous Fire Calls | 98 |
| ALS Medicals / MVA | 208 |
| BLS Medicals / MVA | 305 |
| Hazardous Conditions | 16 |
| Service Calls | 25 |
| Good Intent | 79 |

Human Resources

- Open Enrollment educational session for all employees took place Nov. 1-3. Total Calls for Service 750
- Eight employees received "Shout Out's" in November.

- In November, we hired Byron Briones, Utility Maintenance Technician; Eric Rood, Water Operator and Amy Kitakis, Water Operator.

Planning & Development Services

- Staff is working on a rewrite of the sign code per direction of the Nov. 28 Commission Meeting. Another meeting with the Deltona Business Alliance will be scheduled. *(II. Priority Objectives. 4. Public Safety. Sign ordinance amendment/rewrite the sign code.)*
- Staff is working with the Finance Department to establish a CRA (Community Redevelopment Area) Trust Fund and set the time for the first CRA Board Meeting. *(II. Priority Objectives. 2. Economic Development. Pursue the creation of a CRA for Deltona Boulevard.)*
- Staff has prepared the Housing & Urban Development HUD Consolidated Annual Performance and Evaluation Report for a hearing at the Dec. 12 City Commission Meeting fiscal Issues Maintain balanced budget.
- As part of the State Road 472 Bold Initiative and Normandy and Saxon Boulevard intersection, the State Road 472 plans are in design and the Normandy/Saxon concept plans are completed. *(II. Priority Objective. 7. Internal and External Communication. Beautify gateways and key locations.)*
- The Impact Fee Ordinance (No. 28-2016) is scheduled for First Reading at the City Commission meeting for Dec. 12. The Second Reading is scheduled for the Jan. 17 meeting. *(II. Priority Objective. 2. Economic Development. Promote customer service environment, including creation of one-stop shop concept and any required staff development/training to achieve it.)*
- The City's Grant Writer is focused on an ECHO grant application for the Center at Deltona and will also be working with the Office of Economic Development on an echo-tourism grant for the Lakeshore area. *(II. Priority Objectives. 1. Fiscal Issues. Create a grants management program: find and write grants, administer grants and provide quarterly updates and pursue new/alternate revenue sources.)*
- The City Commission chose Mulligan Constructors as the contractor for the site and working on furniture, fixtures and equipment efforts for the Center at Deltona. *(II. Priority Objectives. 2. Economic Development. Construct a Senior Community Center and prepare a business pro forma, including the need for an events manager.)*
- Staff is working on development applications for the Central Florida Hospital Free Standing Emergency Room (awaiting signed development agreement); a development at the intersection of Normandy and Saxon Boulevards (comprehensive plan and rezoning application); RaceTrac (under construction); Halifax Health (under construction) and Gold Choice (under construction). *(II. Priority Objectives. 2. Economic Development. Work with existing businesses to expand/grow.)*
- Staff received the report from the consultants working on the City's sports market analysis. *(II. Priority Objective. 8. Infrastructure. Determine a sports facility niche for the City (define the 'stadium' concept).*
- Staff is also working on a package plant ordinance, a landscape ordinance, an off-street parking ordinance, Evaluation and Appraisal Report, the Transportation Planning Organization efforts for alternative transportation funding and completion of the last Neighborhood Stabilization Program (NSP) 3 home.

Public Works & Utilities

- The second sweep of storm debris removal from City streets is completed. Any remaining storm debris is now the responsibility of residents unless Deltona residents live on a County road. Volusia County began their second and final sweep on Nov. 28. Residents on County roads should already have storm-related debris ready for pickup at the right-of-way. County roads in Deltona include Howland, Providence and Saxon Boulevards and Lake Helen Osteen and Doyle Roads.



- Work on water main 4B remains on schedule and within budget. Staff has provided a clearance package and the contractor began new service connections/tie-ins. Staff anticipates this project should be completed by mid December. *(II. Priority Objective. 9. Infrastructure. Preserve and increase the City's water supply.)*
- Alexander Avenue RIB contractor has nearly completed excavation of all ponds and pipe installation. Pre-testing of pipe installations is complete. The contractor is working on a substantial punch list of items still to be completed. This project remains on-schedule and within budget. *(Strategic Issues. Infrastructure.)*
- The Fort Smith Boulevard Improvement Project Phase 4B includes three-laning Fort Smith Boulevard from Howland Boulevard to State Road 415. The project includes side street tie-ins, stormwater improvements and pedestrian and bike paths. The contractor continues to address minor closeout items to the satisfaction of the City. Staff anticipates that this project will be complete by the end of December. *(Strategic Issues. Infrastructure.)*
- Full testing continues at the now fully-staffed Eastern Water Reclamation Facility. *(Strategic Issues. Infrastructure.)*
- Staff is reviewing the roadways along with their pavement condition index to determine which roadways should be considered for resurfacing in fiscal year 2016-17. *(Strategic Issues. Infrastructure.)*
- The City's Stormwater Management Program Coordinator, Dan O'Hanlon, assisted Seminole County with an erosion and sedimentation control class.
- City Stormwater staff constructed a new retention pond at the intersection of Tivoli Drive and Wheeling Ave. *(Strategic Issues. Infrastructure.)*
- Staff worked to improve drainage issues at East Hyde Drive and Everest Street. *(Strategic Issues. Infrastructure.)*



- Staff also worked to clean Deltona Boulevard in anticipation of the Christmas Parade. Construction of one of the Public Works/Utilities floats is already underway.

